

Supplier Diversity Plan

Edmonds Community College is committed to maximizing opportunities for certified minority and women owned businesses to contract with the college for the procurement of goods and services. Edmonds Community College strives to ensure that minority and women owned businesses are given maximum practicable opportunities to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

The responsibility for managing the Supplier Diversity Plan and its content is the Vice President of Finance and Operations. The Vice President delegates implementation, monitoring and reporting under the plan to the Director of Finance. The director will work in conjunction with the purchasing staff and other College personnel, to ensure that procurement activities are conducted within the parameters of the plan.

The Director of Finance will be responsible for acquainting College staff with the requirements of obtaining quotes from OMWBE firms. The purchasing staff will provide as-needed assistance.

Edmonds Community College will take a strategic, pro-active approach in soliciting minority and women owned firms participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS for competitive solicitations.
2. The purchasing staff will draft or review requests for quotations (RFQ) and requests for proposals (RFP) in such a manner to encourage competition from OMWBE firms.
3. The purchasing staff will review aggregate purchases to achieve economies of scale to determine appropriateness of un-bundling to maximize OMWBE participation.
4. The purchasing staff will work with other College staff to remind them to provide opportunities to OMWBE firms, when gathering procurement quotes.
5. The purchasing staff will work with other College staff to maximize the response time for WEBS.
6. The purchasing staff will participate, when available, in vendor outreach programs, such as the annual training provided by the Dept. of General Administration.

To set goals, the College will do the following:

- Compile, analyze and interpret data to create a baseline.
- Determine availability of minority and women owned businesses for types of commodity or procurement activity.

Goals continued,

- Determine realistic annual goals based upon baseline results and available certified or non-certified minority and/or women owned business procurements.

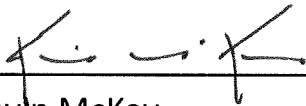
The College shall establish their guidelines (goals) for the following year, by taking into account historical data, availability of certified or non-certified OMWBE firms, and the prior number of successful procurements.

The record keeping related to the College's Supplier Diversity Plan will be made available by the college's automated Purchasing Express system. Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the SBCTC IT Department.

The College will monitor and report prime capital contractors for subcontractor participation.

Resolution of disputes regarding the use of OMWBE vendors will be first reviewed by the purchasing buyers, who will present the information to the Director of Finance. The director will present the findings and make recommendations to the Vice President, who will be responsible for the final disposition of the complaint.

This Supplier Diversity Plan will be reviewed annually to reflect adjustments to on-going efforts to improve and promote supplier diversity.



Kevin McKay
Vice President of Finance & Operations

2-10-2011
Date